



STATE OF MISSOURI  
OFFICE OF ADMINISTRATION  
DIVISION OF PURCHASING AND MATERIALS MANAGEMENT

## NOTIFICATION OF STATEWIDE CONTRACT

April 20, 2011

**CONTRACT TITLE:** Exercises-Disaster & Emergency

**CURRENT CONTRACT PERIOD:** July 1, 2011 through June 30, 2012

|                            |   |   |
|----------------------------|---|---|
| <b>CONTACT INFORMATION</b> | <b><u>BUYER CONTACT:</u></b><br>Mary Call<br>573-751-1695<br><a href="mailto:mary.call@oa.mo.gov">mary.call@oa.mo.gov</a> | <b><u>SEMA CONTACT:</u></b><br>Shelly Honse<br>573-526-9150<br><a href="mailto:shelly.honse@sema.dps.mo.gov">shelly.honse@sema.dps.mo.gov</a> |
|----------------------------|---|---|

| RENEWAL INFORMATION | Original Contract Period           | Potential Final Expiration |
|---------------------|------------------------------------|----------------------------|
|                     | July 1, 2008 through June 30, 2009 | June 30, 2012              |

ALL PURCHASES MADE UNDER THIS CONTRACT MUST BE FOR **PUBLIC USE ONLY**.  
PURCHASES FOR PERSONAL USE BY PUBLIC EMPLOYEES OR OFFICIALS ARE PROHIBITED.

**THE USE OF THIS CONTRACT IS NOT MANDATORY.**

This contract has been established for the convenience of state agencies. Local Purchase Authority may be used to purchase supplies/services included in this contract from an alternative source at the discretion of the agency.

The entire contract document may be viewed and printed from the Division of Purchasing & Materials Management's **Public Record Search and Retrieval System** located on the Internet at <http://www.oa.mo.gov/purch>.

*~ Instructions for use of the contract, specifications, requirements, and pricing are attached ~.*

| CONTRACT NUMBER | VENDOR NUMBER | VENDOR INFORMATION   | MBE/<br>WBE   | COOP<br>PROCURE<br>-MENT |
|-----------------|---------------|--|---|--------------------------|
| C308177001      | 6113898820 1  | RAM & Associates LLC<br>2220 Shannawood Drive<br>Lexington KY 40513-1332<br>Phone: (859) 223-3464<br>Fax: (859) 219-0454<br>E-mail: <a href="mailto:mramsey@ram-associates.org">mramsey@ram-associates.org</a> | <b>WBE – 50%:</b><br>Strategic Emergency Group LLC<br>P.O. Box 1373<br>East Northport, NY 11731 | Yes                      |

## STATEWIDE CONTRACT HISTORY

The following summarizes actions related to this Notification of Statewide Contract since its initial issuance. Any and all revisions have been incorporated into the attached document.

| Contract Period     | Issue Date | Summary of Changes                         |
|---------------------|------------|--|
| 07/01/11 – 06/30/12 | 04/20/11   | <b>Renewal</b>                             |
| 07/01/10 – 06/30/11 | 04/08/10   | Renewal                                    |
| 07/01/09 – 06/30/10 | 01/22/09   | Renewal                                    |
| 07/01/08 – 06/30/09 | 06/26/08   | Initial issuance of new statewide contract |

### ~ INSTRUCTIONS FOR USE OF THE CONTRACT ~

Any state agency and other governmental agency may utilize the contract, if desired. At the time a state agency and governmental agency identifies the need for the contractor's services, the state agency/ governmental agency shall contact the contractor and request a work plan as specified in the work plan requirements section of the contract.

## **1. CONTRACTUAL REQUIREMENTS**

### **1.1 General Requirements:**

1.1.1 The contractor shall design, develop, and execute Missouri Homeland Security exercises and shall provide consulting services as required by the State Emergency Management Agency (hereinafter referred to as the state agency), in accordance with the provisions and requirements stated herein.

- a. The contractor shall also provide the exercise services and consulting services for any other state agency of State of Missouri government pursuant to the terms and conditions, requirements and specifications of the contract, including prices, if such services are requested by another state agency.
- b. Cooperative Procurement Program - If the contractor has indicated agreement on Exhibit D with participation in the Cooperative Procurement Program, the contractor shall provide the exercise services as described herein under the terms and conditions, requirements and specifications of the contract, including prices, to other government entities, specifically, but not necessarily limited to the Regional Homeland Security Oversight Committees (RHSOC), in accordance with the Technical Services Act, 67.360 RSMo, which is available on the internet at:

<http://www.moga.mo.gov/statutes/c000-099/0670000360.htm>.

- 1) The contractor shall further understand and agree that participation by other governmental entities is discretionary on the part of that governmental entity
- 2) The contractor shall further understand and agree that the State of Missouri bears no financial responsibility for any payments due the contractor by such governmental entities.

### **1.1.2 Qualifications of Contractor's Organization:**

- a. The contractor must have prior experience designing and conducting exercises such as Homeland Security exercises and/or federal and/or state level Emergency Management Agency (FEMA)/SEMA) exercises.
- b. The contractor must have a background in providing hazard identification, risk assessment, vulnerability analyses, response planning, preparedness response and recovery planning and emergency information management within the framework of the National Incident Management System (NIMS/Homeland Security Presidential Directives # 5 & #8), the National Response Framework (NRF and National Response Plan-NRP), federal, state, and local program guidelines.

1.1.3 The contractor must function as the single point of contact for the state agency, regardless of any subcontract arrangements. This shall include assuming responsibility and liabilities for services provided. By no later than fifteen (15) calendar days after the effective date of the contract, the contractor must provide the state agency with the name, address, and phone number of a person within the contractor's organization who shall serve as the contractor's representative for the contract.

### **1.2 Exercise Projects Requiring a Work Plan:**

Work Plan Requirements – At the time the state agency identifies the need for the contractor's services, the state agency shall contact the contractor and request a work plan for the exercise project.

1.2.1 Potential Services/Projects - The contractor shall agree and understand that actual exercises and related services that may be required by the state agency are not known.

- a. However, the state agency has identified the following as the major potential types (although not necessarily a comprehensive list) of exercise projects that may be pursued. It is anticipated that the state agency will require the contractor to design, develop and execute any of the following exercise/projects:
  - 1) Discussion Bases Exercises -Seminar, Workshop and/or Tabletop Exercise.

- 2) Operations Based Exercises - Drill, Functional Exercise, and/or Full Scale Exercise.
- 3) Training and Exercise Plan Workshop (TEPW).

b. In addition to the design, development and execution of the exercise, the state agency anticipates that any or all of the Exercise General Support Requirements listed below may be included in the types of services required by the state agency for each exercise:

- 1) Scheduling of and timelines for conducting planning meetings, workshops, and exercises.
- 2) Facilitating planning meetings, workshops, and exercises.
- 3) Development of necessary exercise documents required and outlined in Homeland Security Exercise and Evaluation Program (HSEEP) guidelines such as Exercise plans, Situation Manuals, Controller/Evaluator Handbooks, Control Staff Instructions (COSIN), Exercise Evaluation Guides (EEG), Master Sequence of Events List (MSEL), etc.
- 4) Completion of after action reports and improvement plans in accordance with current USDHS/FEMA and Homeland Security Exercise and Evaluation (HSEEP) guidelines.
- 5) Providing exercise controllers, evaluators, actors and simulators as determined by the type of exercise scheduled.
- 6) Training and supervising personnel based on the assigned position of the personnel.
- 7) Entering the exercise information into the NEXS and CAP systems.
- 8) Entering the exercise information into the Department of Homeland Security NEXS and CAP systems.
- 9) Second Mid-Term Planning Conference (MPC-II) for exercises planned and conducted within the state.
- 10) Providing exercise enhancements such as props ie: mannequins, moulage, simulated IED's, intelligence papers, HAZMAT detection test samples, and pictures as appropriate dependent upon type of exercise.
- 11) Providing badges to identify players, evaluators, controllers, observers and visitors as appropriate.
- 12) Ensuring the overall safety of all participants and exercise staff throughout the conduct of the exercise.
- 13) Providing liability waiver/release forms for participants (subject to legal review by state agency).

1.2.2 When requesting a work plan, the state agency shall either schedule a meeting with the contractor (either in person or via telephone conversation) to discuss the project, or shall provide the contractor with written information regarding the services desired. The state agency's request for a work plan will explain in detail the scope of the project/exercise and basic information regarding the tasks the state agency anticipates will be included, including any of the following, as applicable.

- a. Applicable business and technical specifications,
- b. A description of the type and focus of the potential project, including format, goals, and directions of the state agency related to the services desired,
- c. Specific instructions, standards, and requirements applicable to the project, including but not limited to budget limitations, progress report requirements, etc.
- d. Discussions regarding the methodology of the contractor in regard to the services desired,
- e. Sharing of information, including any applicable implementation/completion dates, a due date for submission of the work plan to the state agency, other timelines, data, and/or instructions necessary to finalize the services desired and development of the work plan.

1.2.3 Work Plan Submission - By no later than the due date specified by the state agency, the contractor shall develop and submit the written work plan to the state agency. The contractor must, at a minimum, include the following detailed information in the written work plan along with any other information required by the state agency, unless the scope of the project renders certain information not applicable:

- a. Title of the proposed services/project.
- b. General short description of the proposed services/project.
- c. Personnel classification, names, and contact numbers of each of the contractor's personnel who will be assigned to provide the services/work on the project.
- d. Scope of the proposed services/project including specific activities and methodology that will be performed. The scope must include a detailed description of implementation through completion including a full and complete description of each proposed solution necessary.

- e. Manpower hours and effort required by both the contractor (and state agency or other State of Missouri personnel, if applicable).
- f. A description of the type and degree of access to records and materials that will be required by the contractor in order to perform the services.
- g. Time periods that will be affected, including projected implementation date, completion date, scheduled planning meetings, etc.
- h. A guaranteed not to exceed total price for performing the services required by the state agency and described in the work plan, based on the firm fixed per hour pricing for the personnel classifications and the per diem price for service performed outside the contractor's official domicile as stated on the pricing page, and any other costs and expenses necessary for performing the services required by the state agency.
- i. Signature and date lines for both the contractor and the state agency's authorized signatures to signify approval.

1.2.4 Oral Presentation of Work Plan - If required by the state agency, the contractor shall orally present the contractor's work plan to the state agency and/or other State of Missouri designees. If required, such presentation shall be scheduled by the state agency with at least fifteen (15) calendar days notice to the contractor, unless otherwise mutually approved by both parties.

1.2.5 Changes to Work Plan - The contractor shall agree and understand that the state agency shall have the right to reject the contractor's work plan, or any portion thereof, for any reason and shall have the right to require modifications, changes, and/or additional elaboration to the work plan as deemed necessary in order to ensure a comprehensive project and to ensure that the contractor's proposed services are acceptable and will accomplish the desired objectives. Any negotiations regarding the work plan shall be conducted by the state agency.

1.2.6 Acceptance/Rejection of Work Plan – If the work plan is approved for implementation, the state agency shall provide the contractor with written acceptance of the contractor's work plan and authorization to proceed. If accepted, the contractor and the state agency must indicate mutual acceptance of the work plan by signing and dating the final work plan in the signature blanks included in the plan. If the state agency decides not to proceed with the work plan, the state agency shall notify the contractor of such rejection, in writing.

### **1.3 Performance Requirements:**

1.3.1 Implementation/Execution of Work Plan - After receipt of written authorization to proceed, the contractor shall perform the services required for the project in accordance with the written work plan accepted by the state agency. Unless otherwise specified in the written work plan, the contractor shall furnish all material, labor, facilities, equipment, and supplies necessary to perform the services.

- a. Qualifications of Contractor's Personnel – In the performance of each approved work plan, the contractor must provide personnel to perform the services who are qualified through education and/or experience to provide the specific services requested.
- b. The contractor shall design, develop, execute and evaluate exercises in accordance with the most current version of the Homeland Security Exercise and Evaluation (HSEEP) guidelines. The Homeland Security Exercise and Evaluation (HSEEP) guidelines can be found on the internet at the following address:  
[https://hseep.dhs.gov/pages/1001\\_HSEEP7.aspx](https://hseep.dhs.gov/pages/1001_HSEEP7.aspx)
- c. The contractor shall provide professional advice and guidance to the state agency throughout the provision of all services approved in the work plan.

1.3.2 Progress Reports - Immediately after receipt of the authorization to proceed with implementation / execution of a work plan for a project, the contractor shall begin providing an electronic progress report to the state agency for review which must briefly describe those items listed below. The progress report will be required on a regularly scheduled basis consistent with the project being performed. The state agency will specify the required scheduling for such progress reports at the time of request for a work plan. It is anticipated that most projects will require monthly reporting, however the need for weekly or even daily reporting is a possibility:

- a. The specific activities performed/completed during the reporting period.
- b. The specific activities completed to date, pursuant to the provisions of the work plan, and the completion dates of such activities.
- c. The specific activities and projected completion date(s) remaining to be completed pursuant to the provisions of the written work plan.

1.3.3 Modifications to Work Plan - After implementation/execution of a work plan, modifications to the written work plan shall be permitted due to changing economic or environmental conditions, changes to state and/or federal laws or regulations, or for other reasons deemed necessary and approved by the state agency pursuant to the following conditions:

- a. State agency requested changes – If the state agency determines that modifications to the written work plan are necessary or desired, the state agency will document the requested changes to the contractor in writing with any new instructions for the project. Based on the written instructions provided by the state agency, the contractor must revise the written work plan according to the requirements for the written work plan specified herein, including any resulting changes in the amount to be paid to the contractor, etc.
- b. Contractor requested changes - If, after implementation of services, the contractor determines that modifications to the written work plan are necessary, the contractor must submit a written request to the state agency for changes. The written request must include the reason for the modification and must detail the contractor’s proposed changes to the written work plan, including any resulting changes in the amount to be paid to the contractor, etc. The contractor shall agree and understand that the state agency will review the written request of the contractor and shall send written notice of approval or disapproval of the request to the contractor.
- c. The contractor shall agree and understand that the state agency shall have the final approval of all individual components of the written work plans revised as specified herein and reserves the right to require modifications (including changes in the price, completion date, etc), deletions, and or additional elaboration to the written work plan as the state agency deems necessary. The contractor shall agree and understand that the decision by the state agency shall be final and without recourse.
- d. The contractor shall not proceed with implementation of services related to the modifications until final written approval of the state agency is obtained.

1.3.4 Termination of Work Plan - The state agency shall have the right to terminate any project at any time at the sole discretion of the state agency, without penalty or recourse, by giving written notice to the contractor at least five working days prior to the effective date of such termination. In the event of termination pursuant to this paragraph, all documents, data, reports, and accomplishments prepared, furnished or completed by the contractor pursuant to the terms of the contract shall, at the option of the State of Missouri, become the property of the State of Missouri. The contractor shall be entitled to receive just and equitable compensation at the firm fixed hourly prices specified in the contract for work completed in accordance with the work plan prior to the effective date of the termination.

#### **1.4 Other Requirements:**

1.4.1 As needed, hourly service requirements – It is also possible that the state agency shall require the contractor’s services on an as needed, hourly basis and will not require the contractor to design and execute a “project work plan”. In such event, as the state agency identifies the need for such services, the state agency shall contact the contractor and schedule such services on an as needed, if needed, contingency basis. The timing and scheduling of any such services shall be mutually agreed between the contractor and the state agency at the time of the request for services.

1.4.2 Background Security Clearance – Prior to implementation of services, the contractor and each person assigned by the contractor to perform services must have a background security clearance approved by the state agency. The contractor must obtain the necessary background security clearance records from their state’s Highway Patrol or

appropriate law enforcement agency. If their state does not provide such, then the contractor must notify the state agency and shall obtain the required background security clearance from the Missouri State Highway Patrol.

- a. By no later than fifteen (15) days after the effective date of the contract, and prior to assignment of any new person, the contractor shall provide the state agency with the following:
  - 1) A copy of the background security clearance information obtained for each assigned person,
  - 2) A completed Authorization for Release of Information Form (Attachment 1) individually signed by the contractor and each person assigned to the contract.
  - 3) A completed Confidentiality Oath (Attachment 1) individually signed by the contractor and each person assigned to the contract.
- b. If required by the state agency as a result of the security checks or for any other reason, the contractor shall disqualify, prevent, or remove any of the contractor's personnel from providing services immediately upon notification by the state agency. Such requirement may be for any reason deemed necessary by the state agency. The contractor shall agree and understand that the state agency is under no obligation to inform the contractor of the criteria for disqualification or removal.

1.4.3 Authorized Personnel - The contractor understands and agrees that by signing the RFP, the contractor certifies the following:

- a. The contractor shall only utilize personnel authorized to work in the United States in accordance with applicable federal and state laws. This includes but is not limited to the Illegal Immigration Reform and Immigrant Responsibility Act (IIRIRA) and INA Section 274A.
- b. If the contractor is found to be in violation of this requirement or the applicable laws of the state, federal and local laws and regulations, and if the State of Missouri has reasonable cause to believe that the contractor has knowingly employed individuals who are not eligible to work in the United States, the state shall have the right to cancel the contract immediately without penalty or recourse and suspend or debar the contractor from doing business with the state.
- c. The contractor agrees to fully cooperate with any audit or investigation from federal, state or local law enforcement agencies.

1.4.4 The contractor must maintain financial and accounting records and evidence pertaining to the contract in accordance with generally accepted accounting principles and other procedures specified by the state agency.

- a. The contractor shall make all such records, books, and other documents relevant to the contract available to the state agency and/or its designees and/or the Missouri State Auditor in an acceptable format and at all reasonable times during the term of the contract, and for three (3) years from the date of final payment on the contract or the completion of an independent audit, whichever is later. If any litigation, claim, negotiation, audit, or other actions involving the records has been started before the expiration of the retention period, the contractor shall retain such records until completion of the action and resolution of all issues which arise from it. Failure to retain adequate documentation for any service billed may result in recovery of payments for services not adequately documented.
- b. The contractor shall permit governmental auditors and/or authorized representatives of the State of Missouri to have access, for the purpose of audit or examination, to any of the contractor's books, documents, papers, and records recording receipts and disbursements of any of the funds paid to the contractor. The contractor further agrees that any audit exception noted by governmental auditors shall not be paid by the state agency and shall be the sole responsibility of the contractor. However, the contractor shall have the right to contest any such exception by any legal procedure the contractor deems appropriate. The state agency will pay the contractor all amounts which the contractor may ultimately be held entitled to receive as a result of any such legal action.

1.4.5 Contract Monitoring - The state agency reserves the right to monitor the contract throughout the effective period of the contract to ensure financial and contractual compliance. If the state agency determines the contractor to be at high-risk for non-compliance, the state agency shall have the right to impose special conditions or restrictions. Written notification will be provided to the contractor of the determination of high-risk and of any special conditions or restrictions to be imposed. The special conditions or restrictions may include, but not limited to, those conditions specified below:

- a. Withholding authority to proceed to the next phase of the project or additional projects until the state agency receives evidence of acceptable performance within a given work plan;
- b. Requiring additional, more detailed financial reports or other documentation;
- c. Additional contract monitoring;
- d. Requiring the contractor to obtain technical or management assistance; and/or
- e. Establishing additional prior approvals from the state agency.

## 1.5 Invoicing and Payment Requirements:

1.5.1 Prior to any payments becoming due per the contract for any state agency of the State of Missouri, the contractor must submit or must have already submitted a properly completed State Vendor ACH/EFT Application, since the State of Missouri intends to make contract payments through Electronic Funds Transfer. If not already submitted, the contractor needs to obtain a copy of the State Vendor ACH/EFT Application and completion instructions from the Internet at:

<http://www.oa.mo.gov/purch/vendorinfo/vendorach.pdf>

1.5.2 For services provided for the state agency, or any other state agency of state government, the contractor must submit itemized monthly invoices as specified below to the address stated on page one (for the state agency) and at the address provided by any other agency of state government using the contractor's original descriptive business invoice form. The contractor must use a unique invoice number with each invoice submitted. The unique invoice number will be listed on the State of Missouri's EFT addendum record to enable the contractor to properly apply the state agency's payment to the invoice submitted. The contractor may obtain detailed information for payments issued for the past 24 months from the State of Missouri's central accounting system (SAM II) on the Vendor Payment Website at <https://www.vendorpay.oa.mo.gov>. For services provided for any other government entity pursuant to the Technical Services Act, 67.360 RSMo, the contractor shall submit the itemized invoice to the address specified by such other governmental entity.

- a. Submission of Invoices for Services - The contractor must submit monthly itemized invoices as specified below:
  - 1) Personnel Time – The contractor shall specify the actual hours spent working on the assigned services, and the appropriate firm fixed hourly price for the personnel classification as specified on the pricing page(s). Actual hours spent working shall not include travel time.
    - ✓ The contractor shall only invoice for services performed by personnel classifications listed on the Pricing Page of the contract.
    - ✓ The contractor shall support all hours invoiced with detailed time sheets indicating the hours worked each day by each person.
  - 2) Per Diem – The contractor shall specify the number of days each person actually worked at least six (6) hours on site at a location (such as the state agency's emergency operations office) at least sixty (60) miles outside the contractor's official domicile and the firm, fixed per diem specified on the Pricing Page(s). (In the event that the contractor has multiple offices, each office shall be considered the contractor's official domicile.)
    - ✓ The per diem shall be the same for all personnel without regard to personnel classification or official domicile.



- ✓ The per diem shall be the only reimbursement due the contractor for meals, lodging, transportation, and all other personnel related expenses related to travel or performance of services outside the contractor's official domicile.
  - ✓ The per diem shall only be payable if the contractor's person worked at least six hours on contract activities for a given day at a location at least sixty miles outside of the contractor's official domicile.
- b. Payment for Services - After approval by the state agency of the invoice and services provided, the contractor shall be paid for services for personnel time and per diems in accordance with firm, fixed prices stated on the Pricing Page.
- 1) If the contractor performed the services on an as needed, hourly basis, the contractor shall be paid monthly per the invoice.
  - 2) If the contractor performed the services pursuant to an approved work plan, the following shall apply:
    - ✓ the state agency shall retain ten percent (10%) of the amount of each invoice and shall pay the ten percent (10%) retainage to the contractor by no later than sixty days after completion of the work plan project and the state agency's final acceptance of the contractor's services for and receipt and approval by the state agency of the final invoice for the project.
    - ✓ In no event shall the maximum amount paid to the contractor for each project, exceed the guaranteed not to exceed total price approved by the state agency in the work plan for the project.
- c. Other Costs and Expenses – If the contractor performed services pursuant to an approved work plan and if other costs and expenses were approved by the state agency as part of the approved work plan, the contractor shall indicate other costs and expenses incurred and shall attach copies of invoices and/or other receipts to the contractor's invoice. The contractor shall be reimbursed for other costs and expenses previously approved by the state agency as part of the work plan.
- d. No other payments or reimbursements other than those specified herein shall be made to the contractor.
- e. The contractor shall understand that each state agency or other governmental entity utilizing the contractor's services shall be solely responsible for payment for only those services requested by that state agency/governmental entity.
- 1.5.3 Notwithstanding any other payment provision of the contract, if the contractor fails to perform required work or services, fails to submit reports when due, or is indebted to the United States, the state agency may withhold payment or reject invoices under the contract.
- 1.5.4 If a request by the contractor for payment or reimbursement is denied, the state agency shall provide the contractor with written notice of the reason(s) for denial.
- 1.5.5 If the contractor is overpaid by the state agency, upon official notification by the state agency, the contractor shall provide the state agency with a check payable as instructed by the state agency in the amount of such overpayment. The contractor shall submit the overpayment to the state agency at the address specified by the state agency.

## 2. PRICING PAGE

### 2.1 Discussion Bases Exercises – Seminar, Workshop, Tabletop Exercise Services/Projects :

#### 2.1.1 Discussion Bases Exercises Personnel Classification Prices

| Line # /<br>Commodity<br>Code  | Personnel Classification    | Name of Person(s)<br>Proposed                                  | Firm Fixed<br>Price Per Hour |
|--|-----------------------------|--|------------------------------|
| <b>SENIOR LEVEL Discussion Bases Exercises Personnel</b>   |                             |  |                              |
| A senior level personnel classification shall be defined as management/supervisory level and/or highest technically skilled who will be assigned lead roles within discussion bases exercise projects. All proposed personnel must have higher qualifications than mid-level.  |                             |  |                              |
| 001<br>99029   | Managing Principal          | 1. Forest (Mike) Ramsey II<br>2. Steve Kuhr                    | \$151.96                     |
| 002<br>99029   | Planning & Operations Mgr   | 1. H.E. (Bo) Mayhew<br>2. Walter Kowalczyk<br>3. James Wakeman | \$145.78                     |
| <b>MID-LEVEL Discussion Bases Exercises Personnel</b>  |                             |  |                              |
| A mid-level of personnel classification shall be defined as those who take direction from a manager with respect to the execution of the project but do not require significant supervision. Additionally, those in the mid-level possess mature, marketable skills and experience in their given area of expertise. All proposed personnel must have higher qualifications than entry-level   |                             |  |                              |
| 003<br>99029   | Senior Controller/Evaluator | 1. Grant Dillon<br>2. David Fischler<br>3. Scott Brooks        | \$137.36                     |
| 004<br>99029   | Senior Controller/Evaluator | 1. Mark Marino<br>2. Jordan Johnson                            | \$137.36                     |
| 005<br>99029   | Senior Finance/Admin Mgr    | 1. Terri Kuhr  | \$137.36                     |
| <b>ENTRY-LEVEL Discussion Bases Exercises Personnel</b>  |                             |  |                              |
| An entry-level of personnel classification shall be defined as those who take detailed instructions from a manager and have limited to no decision-making authority. Additionally, the skills of those in the entry-level are not as mature as those at mid-level and they possess limited experience in their given area of expertise. All proposed personnel must have at least six (6) months of experience in the proposed area and be past any personnel probationary period. |                             |  |                              |
| 006<br>99029   | Controller/Evaluator        | 1. William Henley<br>2. Scott Stein<br>3. Grant Fournier       | \$111.37                     |

#### 2.1.2 Discussion Bases Exercises - Per Diem Price:

| Line # /<br>Commodity<br>Code | Pricing Specification | Price    |
|-------------------------------|-----------------------|----------|
| 007<br>99029                  | Firm fixed per diem   | \$163.35 |

## 2.2 Operations Based Exercises – Drill, Functional Exercises, Full Scale Exercise Services/Projects :

### 2.2.1 Operations Based Exercises - Personnel Classification Prices

| Line # /<br>Commodity<br>Code  | Personnel Classification    | Name of Person(s)<br>Proposed                                  | Firm Fixed<br>Price Per Hour |
|--|-----------------------------|--|------------------------------|
| <b>SENIOR LEVEL Operations Based Exercise Personnel</b>  |                             |  |                              |
| A senior level personnel classification shall be defined as management/supervisory level and/or highest technically skilled who will be assigned lead roles operations based exercise projects. All proposed personnel must have higher qualifications than mid-level.   |                             |  |                              |
| 008<br>99029   | Managing Principal          | 1. Forest (Mike) Ramsey II<br>2. Steve Kuhr                    | \$151.96                     |
| 009<br>99029   | Planning & Operations Mgr   | 1. H.E. (Bo) Mayhew<br>2. Walter Kowalczyk<br>3. James Wakeman | \$145.78                     |
| <b>MID-LEVEL Operations Based Exercise Personnel</b>   |                             |  |                              |
| A mid-level of personnel classification shall be defined as those who take direction from a manager with respect to the execution of the project but do not require significant supervision. Additionally, those in the mid-level possess mature, marketable skills and experience in their given area of expertise. All proposed personnel must have higher qualifications than entry-level   |                             |  |                              |
| 010<br>99029   | Senior Controller/Evaluator | 1. Grant Dillon<br>2. David Fischler<br>3. Scott Brooks        | \$137.36                     |
| 011<br>99029   | Senior Controller/Evaluator | 1. Mark Marino<br>2. Jordan Johnson                            | \$137.36                     |
| 012<br>99029   | Senior Finance/Admin Mgr    | 1. Terri Kuhr  | \$137.36                     |
| <b>ENTRY-LEVEL Operations Based Exercise Personnel</b>   |                             |  |                              |
| An entry-level of personnel classification shall be defined as those who take detailed instructions from a manager and have limited to no decision-making authority. Additionally, the skills of those in the entry-level are not as mature as those at mid-level and they possess limited experience in their given area of expertise. All proposed personnel must have at least six (6) months of experience in the proposed area and be past any personnel probationary period. |                             |  |                              |
| 013<br>99029   | Controller/Evaluator        | 1. William Henley<br>2. Scott Stein<br>3. Grant Fournier       | \$111.37                     |

### 2.2.2 Operations Based Exercise - Per Diem Price:

| Line # /<br>Commodity<br>Code | Pricing Specification | Price    |
|-------------------------------|-----------------------|----------|
| 014<br>99029                  | Firm fixed per diem   | \$163.35 |

## 2.3 Training and Exercise Plan Workshop (TEPW) Services/Projects :

### 2.3.1 Training and Exercise Plan Workshop (TEPW) Personnel Classification Prices:

| Line # /<br>Commodity<br>Code  | Personnel Classification    | Name of Person(s)<br>Proposed                                  | Firm Fixed<br>Price Per Hour |
|--|-----------------------------|--|------------------------------|
| <b>SENIOR LEVEL TEPW Personnel</b>   |                             |  |                              |
| A senior level personnel classification shall be defined as management/supervisory level and/or highest technically skilled who will be assigned lead roles TEPW projects. All proposed personnel must have higher qualifications than mid-level.  |                             |  |                              |
| 015<br>99029   | Managing Principal          | 1. Forest (Mike) Ramsey II<br>2. Steve Kuhr                    | \$151.96                     |
| 016<br>99029   | Planning & Operations Mgr   | 1. H.E. (Bo) Mayhew<br>2. Walter Kowalczyk<br>3. James Wakeman | \$145.78                     |
| <b>MID-LEVEL TEPW Personnel</b>  |                             |  |                              |
| A mid-level of personnel classification shall be defined as those who take direction from a manager with respect to the execution of the project but do not require significant supervision. Additionally, those in the mid-level possess mature, marketable skills and experience in their given area of expertise. All proposed personnel must have higher qualifications than entry-level   |                             |  |                              |
| 017<br>99029   | Senior Controller/Evaluator | 1. Grant Dillon<br>2. David Fischler<br>3. Scott Brooks        | \$137.36                     |
| 018<br>99029   | Senior Controller/Evaluator | 1. Mark Marino<br>2. Jordan Johnson                            | \$137.36                     |
| 019<br>99029   | Senior Finance/Admin Mgr    | 1. Terri Kuhr  | \$137.36                     |
| <b>ENTRY-LEVEL TEPW Personnel</b>  |                             |  |                              |
| An entry-level of personnel classification shall be defined as those who take detailed instructions from a manager and have limited to no decision-making authority. Additionally, the skills of those in the entry-level are not as mature as those at mid-level and they possess limited experience in their given area of expertise. All proposed personnel must have at least six (6) months of experience in the proposed area and be past any personnel probationary period. |                             |  |                              |
| 020<br>99029   | Controller/Evaluator        | 1. William Henley<br>2. Scott Stein<br>3. Grant Fournier       | \$111.37                     |

### 2.3.2 Training and Exercise Plan Workshop (TEPW) - Per Diem Price:

| Line # /<br>Commodity<br>Code | Pricing Specification | Price    |
|-------------------------------|-----------------------|----------|
| 021<br>99029                  | Firm fixed per diem   | \$163.35 |

### 2.4 Line item for Other Costs and Expenses:

| Line # /<br>Commodity<br>Code | Pricing Specification | Price  |
|-------------------------------|-----------------------|--------|
| 022<br>99029                  | Firm fixed per diem   | \$0.00 |